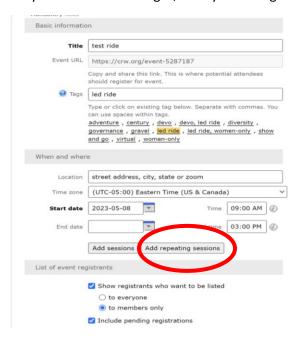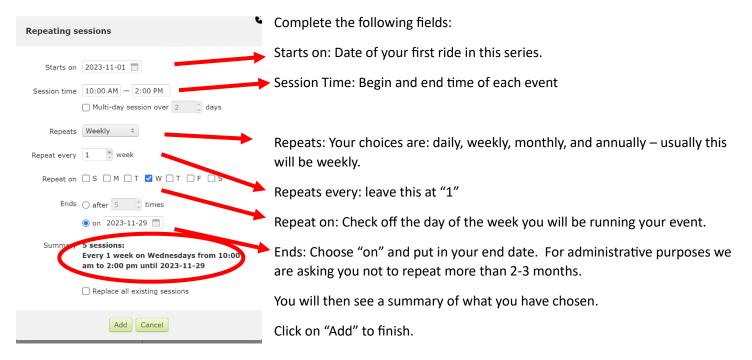# Setting Up a Recurring Event

Setting up a Recurring Event is the same as setting up a regular event, however, when you are done with all the tables you will come back to the Event Detail Tab to set up the "Repeating Sessions." The reason why you should be doing this as the last step is that once you save the event it becomes separate sessions. If you must make changes, then you must go into each session separately.

When ready click on "Add Repeating Sessions." You will then get a screen to set up the "Repeating Sessions." Where you will add the sessions you want. If you want to put out sessions for the next 2 months you will do the following:

Complete the following fields:

Starts on: Date of your first ride in this series.

Session Time: Begin and end time of each event

Repeats: Your choices are: daily, weekly, monthly, and annually – usually this will be weekly.

Repeats every: leave this at "1"

Repeat on: Check off the day of the week you will be running your event.

Ends: Choose "on" and put in your end date. For administrative purposes we are asking you not to repeat more than 2-3 months.

You will then see a summary of what you have chosen.

Click on "Add" to finish.

Setting Up a Recurring Event

Once you add the sessions, you will return to the "Event Details" page where you will see your list of dates that will be repeating. The number depends on what you have chosen on the "Repeating Sessions" screen.

Click on "Save" – these sessions will now move to individual ride events. Again, if you need to make changes to any part of the ride event you will have to do this individually on each event.